California Department of Veterans Affairs



Veterans First

Classification: Staff Services Analyst (\$2632-\$4155)

This position is subject to Post and Bid provisions

12-Month Limited Term, Full Time

(This position may be approved to permanent status pending budget approval)

Location: EEO Office

1227 O Street, Sacramento, CA

Who Should

Apply: Current State employees within these classifications or those who are eligible on a certification

list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

FOR POST AND BID: INTERESTED AGPA EMPLOYEES OF CDVA MUST COMPLETE CDVA/HR FORM #05-019. FOR ADDITIONAL INFORMATION, GO TO DEPARTMENT

INTRANET SITE.

Duties and

Responsibilities: *Under direct supervision of the EEO/Civil Rights Officer:*

Act in the capacity of EEO Investigator; conduct EEO discrimination complaint investigations, gather and analyze data, prepare investigative reports and correspondence, discuss findings and make recommendations to the EEO/Civil Rights Officer.

- Act in the capacity of EEO Counselor; mediate and seek resolution to discrimination complaints and miscellaneous departmental issues, analyze findings, prepare reports and correspondence; general office duties.
- Provide support to the Reasonable Accommodation Coordinator (EEO Manager) via processing of request forms and supporting documentation.
- Research and respond to inquiries from external compliance agencies and requests for information from managers, supervisors and employees; analyze statistical data for annual reporting requirements for State Personnel Board.
- Provide analytical support to the EEO/Civil Rights training function via presentation preparation and travel as required.
- Advise the EEO/Civil Rights Officer on EEO policy and procedural development represent the agency at external EEO meetings/events; other duties as required.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs Voice: (916) 653-2535 1227 O Street, Room 402 TDD: (916) 653-1960 Sacramento, CA 95814

Attn: Jacquie Hayes

Reference M-80 # 023 – 06/07

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: September 12, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 8/28/2006

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